

Retention and Classification Report

Agency: Department of Workforce Services. Midvale Employment Center
(1888)
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Records Officer Amanda McPeck

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AGENCY: Department of Workforce Services. Midvale Employment Center

SERIES: 19186

3

TITLE: Check issuance case files

DATES: 1990-

ARRANGEMENT: Numerical by check number

DESCRIPTION:

These are payments to clients receiving benefits from programs offered by the department. These payments are for day care, subsistence, child care, and housing.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy provided all audits have been completed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 7.

AUTHORIZED: 08/26/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy provided all audits have been completed.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Workforce Services. Midvale Employment Center

SERIES: 19186

TITLE: Check issuance case files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Midvale Employment Center

SERIES: 19185

3

TITLE: Day care case files

DATES: 1990-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These files document assistance provided to clients for day care services. Clients must meet eligibility requirements as outlined by the federal government and the State of Utah.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 1.

AUTHORIZED: 08/26/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

AGENCY: Department of Workforce Services. Midvale Employment Center

SERIES: 19185

TITLE: Day care case files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Workforce Services. Midvale Employment Center

SERIES: 19183

3

TITLE: Day care center licensing files

DATES: 1990-

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year

DESCRIPTION:

These are licensing and inspection files of centers that provide care and supervision of children under the age of fourteen for more than four but less than twenty-four hours a day for a fee.

RETENTION:

Retain 8 years.

DISPOSITION:

Destroy provided all audits have been completed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 3.

AUTHORIZED: 08/26/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy provided all audits have been completed.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Workforce Services. Midvale Employment Center

SERIES: 19183

TITLE: Day care center licensing files

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302 (2008)

AGENCY: Department of Workforce Services. Midvale Employment Center

SERIES: 19184

3

TITLE: Family day care licensing files

DATES: 1990-

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year

DESCRIPTION:

These are licensing histories of family day care providers. Family day care licensors create these records and use them to complete background reports and histories of providers. These files are also used when a provider case is reopened initially by the Department of Human Services, Office of Family Support and now provided by the Dept. of Work Force Services.

RETENTION:

Retain 8 years.

DISPOSITION:

Destroy provided all audits have been completed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 4.

AUTHORIZED: 08/26/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy provided all audits have been completed.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Workforce Services. Midvale Employment Center

SERIES: 19184

TITLE: Family day care licensing files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Workforce Services. Midvale Employment Center

SERIES: 19187

3

TITLE: Food stamp case files

DATES: 1990-

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year

DESCRIPTION:

These are files that show the distribution of food stamps to eligible clients. Clients must pass a needs test and meet income standards set by both the federal government and State of Utah.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 8.

AUTHORIZED: 08/26/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

Administrative

This disposition is based on the Food Stamp Intergovernmental Records Schedule (1995) which specifies these records should be retained for 2 years.

AGENCY: Department of Workforce Services. Midvale Employment Center

SERIES: 19187

TITLE: Food stamp case files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Midvale Employment Center

SERIES: 7128

3

TITLE: Home energy assistance target program files

DATES: 1985-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These case files are created by home energy assistance target eligibility workers. The purpose of the record is to gather information to verify and determine eligibility for home energy assistance. Information gathered for verification purposes include age, employer, date of birth, marital status, name, national origin, number of children, race and ethnic grouping, salary and income information, sex, signature of client, social security number, and telephone number.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 1.

AUTHORIZED: 03/19/1991

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

AGENCY: Department of Workforce Services. Midvale Employment Center

SERIES: 7128

TITLE: Home energy assistance target program files

(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Workforce Services. Midvale Employment Center

SERIES: 19192

3

TITLE: Medical cards

DATES: 1990-

ARRANGEMENT: Numerical by card number

DESCRIPTION:

Cards issued to clients receiving medical care for medicaid services initially offered through the Office of Family Support and now offered through the Dept. of Workforce Services.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy provided all audits have been completed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 13.

AUTHORIZED: 08/26/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided all audits have been completed.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Workforce Services. Midvale Employment Center

SERIES: 19192

TITLE: Medical cards

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Midvale Employment Center

SERIES: 19189

3

TITLE: Medical excess payment records

DATES: 1990-

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year

DESCRIPTION:

These are overpayments for medical expenses incurred by clients through the medicaid program. The Office of Recovery Services maintains the original paperwork on excessive payments and is responsible for collecting overpayments from clients. The Office of Family Support, now the Dept. of Work Force Services, is notified by Recovery Services when action is pending on a collection matter.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy provided all audits have been completed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 10.

AUTHORIZED: 08/26/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy provided all audits have been completed.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Workforce Services. Midvale Employment Center

SERIES: 19189

TITLE: Medical excess payment records

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Midvale Employment Center

SERIES: 10465

3

TITLE: Personnel files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

This is a complete work history on an individual while employed by the Office of Recovery Services.

RETENTION:

Retain 65 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 2.

AUTHORIZED: 05/04/1999

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after retirement or separation of employee and then transfer to State Records Center. Retain in State Records Center for 60 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (1)(e) (2008)

AGENCY: Department of Workforce Services. Midvale Employment Center

SERIES: 10465

TITLE: Personnel files

(continued)

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: Department of Workforce Services. Midvale Employment Center

SERIES: 19188

3

TITLE: Prescription drug claims

DATES: 1990-

ARRANGEMENT: Numerical by claim number

DESCRIPTION:

These are prescription drug claims from clients receiving assistance through initially the Department of Human Services, Office of Family Support, and now provided by the Dept. of Work Force Services. Clients must meet income and medical eligibility requirements set by federal and state governments.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy provided all audits have been completed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 9.

AUTHORIZED: 08/26/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided all audits have been completed.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Workforce Services. Midvale Employment Center

SERIES: 19188

TITLE: Prescription drug claims

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Midvale Employment Center

SERIES: 19191

3

TITLE: Provider billing files

DATES: 1990-

ARRANGEMENT: Chronological by month, thereunder numerical by billing number

DESCRIPTION:

These are billings issued to day care providers for services provided initially to the Office of Family Support, and now the Dept. of Work Force Services.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy provided all audits have been completed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 12.

AUTHORIZED: 08/26/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy provided all audits have been completed.

Paper copy: Retain in Office for 1 year and then destroy.

APPRAISAL:

AGENCY: Department of Workforce Services. Midvale Employment Center

SERIES: 19191

TITLE: Provider billing files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Midvale Employment Center

SERIES: 19190

3

TITLE: Provider files

DATES: 1990-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document services provided for programs offered by the department. Participants are required to meet eligibility requirements outlined by the State of Utah.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 11.

AUTHORIZED: 08/26/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Workforce Services. Midvale Employment Center

SERIES: 19190

TITLE: Provider files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Midvale Employment Center

SERIES: 10841

3

TITLE: Self-sufficiency/child care eligibility case files

DATES: 1983-

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION: 200.00 cubic feet.

DESCRIPTION:

These case files are created and used to document the monitoring of Family Support client cases and their progress. These records also document the self sufficiency and income eligible child care programs. The purpose of these programs is to assist clients gain employment and not require public assistance programs. Child care may be provided as part of these and as such, these records become part of the case files. These programs act as a temporary support system for individuals who are employable but without adequate financial resources. The State assists recipients in this endeavor through a system of counseling, information sharing, advocacy and the provision of support services. In addition, the state coordinates these programs with the Job Training Coordinating Council, the Department of Education, and other public and private social service agencies dealing with families with dependent children. 45 CFR 206-1-10 (1990), specifies federal regulations for states to follow in determining eligibility requirements for persons involved in these programs. Included in the self sufficiency and day care case files are the narrative description of the cases, histories of payment information, documentation of day care authorizations, lists of client plans and objectives, quarterly update reports, and lists of activity codes and their components. In addition, there is information on sanctions taken initially by Family Support, and now the Dept. of Work Force Services, against clients, documentation on target populations, and support services offered to clients.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 5.

AUTHORIZED: 09/08/1992

AGENCY: Department of Workforce Services. Midvale Employment Center

SERIES: 10841

TITLE: Self-sufficiency/child care eligibility case files

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. Psychiatric and psychological information

AGENCY: Department of Workforce Services. Midvale Employment Center

SERIES: 19195

3

TITLE: Single parent employment program files

DATES: 1990-

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document a demonstration program initiated by the Department of Human Services, Office of Family Support, retitled the Dept. of Work Force Services, to assist single parents obtain gainful employment. This program has an initial life of five years although if successful may be extended. The program was initiated in 1992.

RETENTION:

Retain 6 years.

DISPOSITION:

Destroy provided all audits have been completed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 16.

AUTHORIZED: 08/26/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy provided all audits have been completed.

AGENCY: Department of Workforce Services. Midvale Employment Center

SERIES: 19195

TITLE: Single parent employment program files

(continued)

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Workforce Services. Midvale Employment Center

SERIES: 19194

3

TITLE: Transmittal records

DATES: 1990-

ARRANGEMENT: Numerical by transmittal number

ANNUAL ACCUMULATION:

DESCRIPTION:

These are transmittals for checks and cash deposited into Human Services divisional and regional Financial Information Resource Management Services (FIRMS) accounts. Deposits are made by low organizational number and include deposits with the State Treasurer, transmittal date, department number, collection number, description number, account number, totals, copies of checks and receipts, services request, and billing forms.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy provided all audits have been completed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 15.

AUTHORIZED: 08/26/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy provided all audits have been completed.

Paper copy: Retain in Office for 1 year and then destroy.

AGENCY: Department of Workforce Services. Midvale Employment Center

SERIES: 19194

TITLE: Transmittal records

(continued)

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services. Midvale Employment Center

SERIES: 19193

3

TITLE: Voided medical cards

DATES: 1990-

ARRANGEMENT: Numerical by card number

ANNUAL ACCUMULATION:

DESCRIPTION:

Cards that have been voided initially by the Office of Family Support, and now the Dept. of Work Force Services when overpayments are discovered, fraud is evident, or the client has been declared ineligible for benefits.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy provided all audits have been completed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 14.

AUTHORIZED: 08/26/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided all audits have been completed.

Paper copy: Retain in Office for 1 year and then destroy.

AGENCY: Department of Workforce Services. Midvale Employment Center

SERIES: 19193

TITLE: Voided medical cards

(continued)

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY CLASSIFICATION:

Private